

Go Green for Payroll!!

Instructions to stop your pay advice from being printed

You can stop your pay advice from being printed by following a few simple steps. Please follow the instructions for:

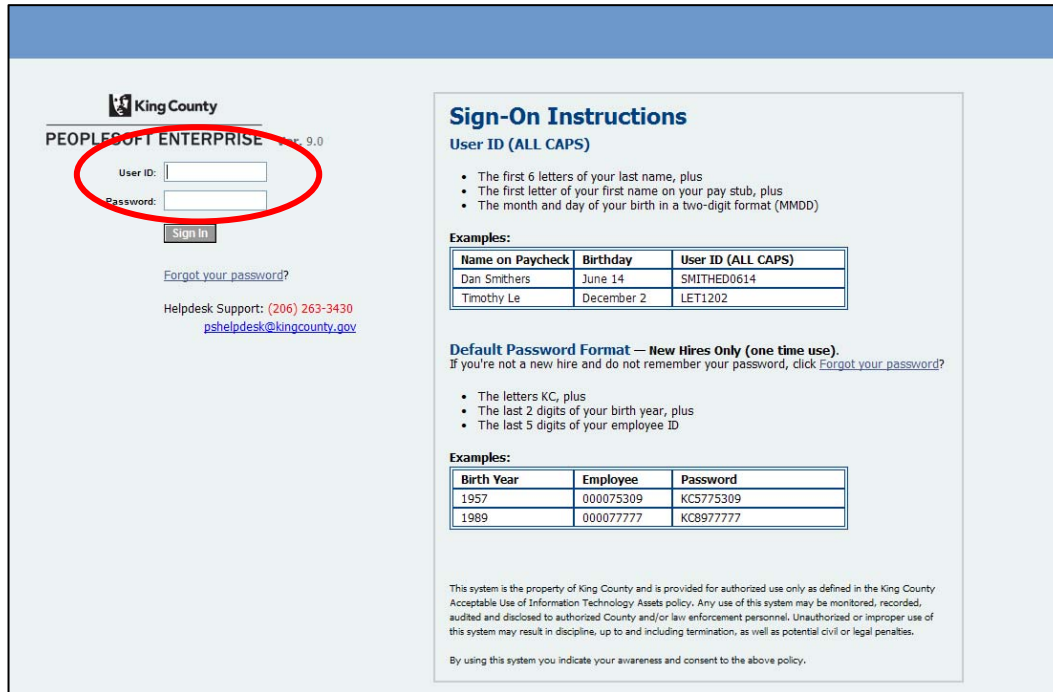
- **MSA** if you are paid on the 5th and 20th each month
- **PeopleSoft** if you are paid every other Thursday.

MSA (paid on the 5th and 20th each month)

1. From any computer with Internet access, go to the King County website at www.kingcounty.gov and click on the "Employees" link in the menu on the left side of the page. At the "Focus on Employees" page, find "Peoplesoft Login" near the bottom of the page and click on "Employee Self-Service at or away from the Worksite."

The screenshot shows the King County website's "Focus on Employees" page. The left sidebar contains a menu with categories: Services, Essentials, Departments, and Employees. The "Employees" link is circled in red. The main content area is titled "Focus on Employees" and includes sections for "Focus on Employees" (with a "NEW!" badge), "Benefits", "Retirement", "Employment", "Health Matters", "Employee Transportation Program", "Employee Giving Program", "Fleet", and "Ethics". The "Peoplesoft login" section at the bottom is circled in red, and the link "Employee Self-Service at or away from the Worksite" is also circled in red.

2. Log in to PeopleSoft using your User ID and Password.



The image shows the PeopleSoft Enterprise sign-on page for King County. The "User ID" and "Password" input fields are circled in red. To the right, "Sign-On Instructions" detail the format for User ID (all caps) and Default Password Format (new hires only). Examples are provided for both. At the bottom, a disclaimer states the system is the property of King County and is provided for authorized use only.

King County
PEOPLESOFT ENTERPRISE v. 9.0

User ID:
Password:
Sign In

[Forgot your password?](#)

Helpdesk Support: (206) 263-3430
pshelpdesk@kingcounty.gov

Sign-On Instructions

User ID (ALL CAPS)

- The first 6 letters of your last name, plus
- The first letter of your first name on your pay stub, plus
- The month and day of your birth in a two-digit format (MMDD)

Examples:

Name on Paycheck	Birthday	User ID (ALL CAPS)
Dan Smithers	June 14	SMITHED0614
Timothy Le	December 2	LET1202

Default Password Format – New Hires Only (one time use).
If you're not a new hire and do not remember your password, click [Forgot your password?](#)

- The letters KC, plus
- The last 2 digits of your birth year, plus
- The last 5 digits of your employee ID

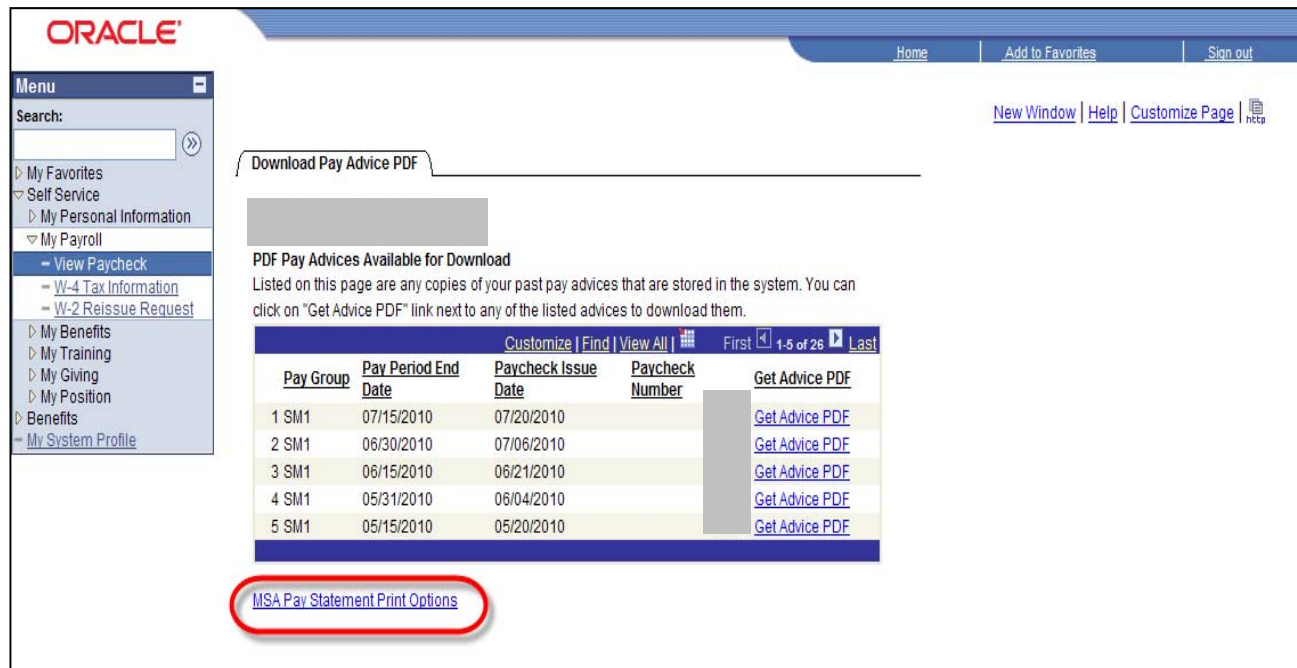
Examples:

Birth Year	Employee	Password
1957	000075309	KC5775309
1989	000077777	KC8977777

This system is the property of King County and is provided for authorized use only as defined in the King County Acceptable Use of Information Technology Assets policy. Any use of this system may be monitored, recorded, audited and disclosed to authorized County and/or law enforcement personnel. Unauthorized or improper use of this system may result in discipline, up to and including termination, as well as potential civil or legal penalties.

By using this system you indicate your awareness and consent to the above policy.

3. On this page, click on "My Payroll," then on "View Paycheck." At the bottom of the page, you will see a link that says "MSA Pay Statement Print Options." Click on that link.



The image shows the Oracle PeopleSoft Self Service page. The "Menu" on the left includes "My Payroll" and "View Paycheck". The main content area shows "Download Pay Advice PDF" and a table of "PDF Pay Advices Available for Download". At the bottom, the link "MSA Pay Statement Print Options" is circled in red.

ORACLE

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | http

Download Pay Advice PDF

PDF Pay Advices Available for Download

Listed on this page are any copies of your past pay advices that are stored in the system. You can click on "Get Advice PDF" link next to any of the listed advices to download them.

Pay Group	Pay Period End Date	Paycheck Issue Date	Paycheck Number	Get Advice PDF
1 SM1	07/15/2010	07/20/2010		Get Advice PDF
2 SM1	06/30/2010	07/06/2010		Get Advice PDF
3 SM1	06/15/2010	06/21/2010		Get Advice PDF
4 SM1	05/31/2010	06/04/2010		Get Advice PDF
5 SM1	05/15/2010	05/20/2010		Get Advice PDF

[MSA Pay Statement Print Options](#)

4. On this page, click on the radio button next to the option, "Do not print a paper copy of the direct deposit statement." Then click on the "Save" button.

Be sure to click on **Save**.

ORACLE

Home Add to Favorites Sign out

New Window Help Customize Page help

Menu

Search: >>

My Favorites

Self Service

My Personal Information

My Payroll

View Paycheck

W-4 Tax Information

W-2 Reissue Request

My Benefits

My Training

My Giving

My Position

Benefits

My System Profile

Direct Deposit

Pay Statement Print Option

☒ Print and send a paper copy of the direct deposit statement.

☐ Do not print a paper copy of the direct deposit statement.

Save

Return to Paycheck PDF Advice Retrieval

5. After clicking on "Save," you will see the pop-up box below. This pop-up box informs you that your request may not take effect by the next paycheck because of the timing of your request. Click on "OK" and then click on "Return to Paycheck." You have successfully completed the steps to a paperless pay advice. Be sure to sign out of PeopleSoft when you are done.

ORACLE

Home Add to Favorites Sign out

New Window Help Customize Page Saved

Menu

Search: >>

My Favorites

Self Service

My Personal Information

My Payroll

View Paycheck

W-4 Tax Information

W-2 Reissue Request

My Benefits

My Training

My Giving

My Position

Benefits

My System Profile

Direct Deposit

Pay Statement Print Option

☐ Print and send a paper copy of the direct deposit statement.

☒ Do not print a paper copy of the direct deposit statement.

Save

Return to Paycheck

Message from webpage

Save Complete
However, due to timing, your change may not be reflected on the next paycheck. (0,0)

OK

PeopleSoft (paid every other Thursday)

1. From any computer with Internet access, go to the King County website at www.kingcounty.gov and click on the "Employees" link in the menu on the left side of the page. At the "Focus on Employees" page, find "Peoplesoft Login" near the bottom of the page and click on "Employee Self-Service at or away from the Worksite."

King County
Always at your service

HOME | NEWS | SERVICES | DIRECTORY | CONTACT |

Focus on Employees

News and information for King County employees and their families

Services

- Business
- Courts, code & law
- Elections
- Environment
- Health
- Operations
- Property
- Records and certificates
- Recreation, leisure
- Safety, emergencies
- Social services
- Transportation

Essentials

- About King County
- Customer service
- Departments
- Employees**
- Jobs
- KCTV
- Maps
- Rural services

Focus on Employees

NEW! Concerned about workplace misconduct? King County strengthened and improved its whistleblower protections for employees last year.

Check out the whistleblower code and download a brochure to post in your workplace by visiting the [Whistleblower Safeguards site](#). Click the link for "Whistleblower Brochure .PDF" near the bottom of the page.

Benefits

- Healthy IncentivesSM
- Benefits home
- [My Benefits personal login](#)
- Health and insurance
- Forms
- 2010-2012 Health Benefits

Retirement

- Prepare for retirement
- Retirement plans (PERS, LEOFF, PSERS, SCERS)

Employment

- Human Resources Home
- Employee Assistance Program/Making Life Easier
- Labor contracts
- Jobs
- Holidays and other site closures
- King County organizational chart (2008)

Peoplesoft login

- [Employee Self-Service at or away from the Worksite](#)
- Timekeepers and Supervisors at the worksite
- Timekeepers and Supervisors away from the Worksite

Health Matters

- Health Matters home
- Healthy workplace
 - Gym Discount Program
 - Weight Watchers at Work[®]
 - Get a Flu Shot
 - More
- Personal health
 - Eat Smart
 - Move More
 - Choose Well
 - More
- For Managers
- For Visitors

Employee Transportation Program

- Employee Transportation Program home
- Trip Planner
- Emergency Ride Home

Employee Giving Program

- Make an impact

Fleet

- Reserve a county vehicle

Ethics

- King County Board of Ethics

2. Log in to PeopleSoft using your User ID and Password.

King County
PEOPLESOFT ENTERPRISE Ver. 9.0

User ID:
Password:

[Sign in](#)

[Forgot your password?](#)

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3. On this page, click on "My Payroll," then on "Direct Deposit."

ORACLE

Home Add to Favorites

Menu

Search:

- My Personal Information
- My Time Reporting
- My Payroll**
 - View Paycheck
 - Voluntary Deductions
 - Direct Deposit
 - W-4 Tax Information
 - W-2 Reissue Request
- My Benefits
- My Training
- My Giving
- My Position
- Manager Self Service
- My System Profile

Main Menu >

My Payroll

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

- View Paycheck**
Review current and prior paychecks.
- Voluntary Deductions**
Review your voluntary deductions.
- W-4 Tax Information**
Review or change your W-4 information - KC.
- W-2 Reissue Request**
Request a reissued W-2 - KC.
- Direct Deposit**
Add or update your direct deposit information.

4. At the bottom of this page, you will see a link that says, "Pay Statement Print Option." Click on this link.

The screenshot shows the Oracle Direct Deposit page. On the left is a navigation menu with options like 'My Personal Information', 'My Time Reporting', 'My Payroll', 'Direct Deposit', 'W-4 Tax Information', 'W-2 Reissue Request', 'My Benefits', 'My Training', 'My Giving', 'My Position', 'Manager Self Service', and 'My System Profile'. The 'Direct Deposit' section is highlighted. The main content area is titled 'Direct Deposit' and includes a sub-header 'Direct Deposit Detail'. Below this is a table with columns: 'Account Type', 'Routing Number', 'Account Number', 'Deposit Type', 'Amt/Pct', and 'Deposit'. A row is visible with 'Checking' as the account type and 'Balance' as the deposit type. To the right of the table are 'Edit' and 'Delete' buttons. Below the table is an 'Add Account' button and a link 'Pay Statement Print Option' which is circled in red. At the bottom left is a link 'Return to My Payroll'.

5. On this page, click on the radio button next to the option, "Do not print a paper copy of the direct deposit statement." Then click on the "Save" button.

Be sure to click on **Save**.

The screenshot shows the Oracle 'Pay Statement Print Option' page. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'Direct Deposit' and 'Pay Statement Print Option'. Below the title is a instruction: 'Select the appropriate button to indicate your preference for receiving a printed copy of your direct deposit pay statement.' There are two radio button options: 'Print and send a paper copy of the direct deposit statement.' and 'Do not print a paper copy of the direct deposit statement.' The second option is selected and circled in red. Below these options is a 'Save' button, also circled in red. At the bottom is a link 'Return to Direct Deposit'.

6. After clicking "Save," you will see the following confirmation page. This page informs you that your request may not take effect by the next paycheck because of the timing of your request. Click on "OK" and then click on "Return to Paycheck." You have successfully completed the steps to a paperless pay advice. Be sure to sign out of PeopleSoft when you are done.

